

PDSD NEWSLETTER

QUARTERLY NEWSLETTER OF THE PERSONNEL & DOCUMENT SECURITY DIVISION



IMAGING IS COMING TO WEBSSETS!

In Fiscal Year 2010, PSDS will be working with the National Finance Center (NFC) and Rural Development (RD) to add imaging and storage capabilities to the web-based Security Entry Tracking System (webSETS). This capability will allow PSDS to digitize our personnel security files and obtain background investigations from the Office of Personnel Management (OPM) electronically via eDelivery.

eDelivery is the electronic assembly and delivery of a closed background investigation file from OPM to the requesting agency for adjudication. eDelivery will replace the current process of mailing hard-copy closed investigation files. It is the vision of OPM that eDelivery will increase the timelines and efficiency of the investigative process. webSETS will include a direct connection to the Enterprise Content Management (ECM) tool used to capture, manage, store, preserve, and deliver content and documents. Stay tuned for more details!

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E-Gov E-Clearance

Under e-Clearance initiatives, each agency in the federal government is required to load their clearance information into OPM's Clearance Verification System (CVS) on a monthly basis. Other agencies can use the information in CVS to grant a clearance under Reciprocity.

PDSD is pleased to announce our error rate has dropped to just over 2%!

Update on Public Trust

PERIODIC REINVESTIGATIONS

Executive Order (E.O.) 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust," dated January 16, 2009, requires reinvestigations of individuals in positions of public trust to assess continued suitability for federal employment.

OPM is in the process of establishing standards pertaining to Public Trust reinvestigations, which will include the type and frequency of such reinvestigations. While PDSD has received several inquiries from USDA offices concerning this new requirement, to date no definitive guidance has been disseminated from OPM.

PDSD will continue to monitor this policy requirement and will notify USDA agencies by Personnel Security Bulletin when standards are established.

To view the Executive Order, visit <http://edocket.access.gpo.gov/2009/pdf/E9-1574.pdf>.

PDSD IS GROWING!



HELP US WELCOME OUR NEW TEAM MEMBERS!

PDSD recently hired a new **Personnel Security Assistant**, S. Kelly Panganiban. Ms. Panganiban comes to us as a recent graduate of George Mason University with a degree in Government and International Politics. She is former military spending a little over three years with the U.S. Army. Kelly can be reached at 202/720-7373 or via email at kelly.panganiban@da.usda.gov.

PDSD is pleased to announce the following new **Personnel Security Specialists** to our staff:

Mr. Stephen Milinovich – Mr. Milinovich is a retired Master Sergeant with the U.S. Army. Since April 2003 he has worked as a Personnel Security Specialist in a number of Adjudication Facilities. He began his federal career as a term employee with the Defense Legal Service Agency, moved to the Department of Army, Central Personnel Security Clearance Facility, and then to the Department of Navy, Central Adjudication Facility.

Mrs. Valerie Ramirez - Mrs. Ramirez has worked in the PDSD office as a contractor since July 2004, initially as a Personnel Security Assistant, and since June 2006 as a Personnel Security Specialist. She is a graduate from George Mason University with a degree in Sociology. Valerie can be reached at valerie.ramirez@da.usda.gov or 202/205-8541.

Ms. Kim Elosser – Ms. Elosser has worked for PDSD as a contractor since July 2006, first as a Personnel Security Assistant and then becoming a Personnel Security Specialist in November 2007.

She has a great understanding of USDA's Personnel Security program and has been assisting in the contractor HSPD-12 initiative for the Department. Kim can be reached at kim.ellosser@da.usda.gov or 202/205-7934.

Ms. Opal Jones – Ms. Jones has spent the past several years working on a contract with the Department of Homeland Security as a Personnel Security Specialist. She has a Bachelor of Science degree in Communications from Bowie State University.

The Information Security Staff is pleased to announce its newest member to support USDA as an **Information Security Specialist**:

Kara Shields started with USDA on August 17th and comes to us from the Department of State. She brings a wealth of knowledge regarding the protection of classified information, investigations of mishandling, and Communication Security (COMSEC) experience. Please call on her to discuss any Information Security concerns that you have within your office at 202/720-0791 or via email at kara.shields@da.usda.gov

PDSD welcomes these new staff members in joining our existing staff:

Susan Gulbranson, Chief, PDSD

John Loveless, Chief
Personnel Security Branch

Keith McElfresh, Chief
Information Security Staff

Carrie Moore, Senior Personnel Security
Specialist

Karen Maguire, Senior Information Security
Specialist

Arviet Thorpe, Senior Personnel Security
Specialist

Michael Radford, Personnel Security
Specialist

Lucy Lew, Personnel Security Assistant

Monica Wise, Personnel Security Assistant
(contractor)

NATIONAL SECURITY PERIODIC REINVESTIGATIONS

PLAN AHEAD BEFORE CLEARANCES EXPIRE

Timeliness is key!

A recent random review of agencies' compliance with National Security Periodic Reinvestigation standards reflected a significant number of outdated investigations. As a reminder, the following guidance is provided to determine the correct type and interval of reinvestigation required:

- Critical Sensitive (Top Secret clearance) and Special Sensitive (SCI access) require an SSBI-PR or Phased PR **every 5 years**
- Critical Sensitive (Secret access) require a PRI **every five years**
- Non-Critical Sensitive (Secret access) require a NACLC **every ten years**
- Non-Critical Sensitive (Confidential access) require a NACLC **every 15 years**

Review official position designations!

Agencies are encouraged to periodically review Position Descriptions and duties of cleared personnel to ensure security clearances are still required. Notify PDSD via the AD-1187 (Request for Personnel Security Services) form when downgrading or eliminating a person's access to classified information. Please ensure the employee is made aware of any change.

LATEST PERSONNEL SECURITY BULLETINS

VIEW ALL PDSD BULLETINS AT
[HTTP://WWW.DA.USDA.GOV/PDSD/BULLETINS.HTM](http://www.da.usda.gov/pdsd/bulletins.htm)

Bulletin 09-06: End of the Year Case Processing, Action due by September 18th.

Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by the PDSD and received by the OPM by the close of business on September 30, 2009. The deadline has passed. All investigation requests submitted to PDSD must now include FY10 funding info.

Bulletin 09-07: OPM Investigations Reimbursable Billing Rates for FY10.

OPM billing rates for FY 2010 have not increased from the current 2009 rates! Due to OPM and other Federal agencies' abilities to make processes more efficient through information technology initiatives, rates do not need to be increased this year!

Bulletin 09-08: Revised AD-1188, Justification for Requested Security Clearance.

All initial security clearance requests must be submitted on the AD-1188, Justification for Requested Security Clearance, which was revised in August 2009. A new AD-1188 is required if the individual changes positions and still requires a security clearance.

Generate a Periodic Reinvestigations Report from webSETS

STEP 1

From the **HOME** screen, select the **REPORTS** button at the top right hand corner.

STEP 2

Using the drop-down selection under **AGENCY**, select **PERIODIC REINVESTIGATIONS** and click **GO**.

STEP 3

Select your report parameters under **Agency**, **Clearance Level**, and **Risk/Sensitivity Level**. *NOTE: It is recommended that you run a separate report for each Clearance Level and that you leave the Risk/Sensitivity Level at "ALL" to capture any discrepancies.*

STEP 4

Enter the timeframe (**Reinvestigation From:** and **Reinvestigation To:**) for your report. The date format must be MM/DD/YYYY. This information will capture anyone who is due for a reinvestigation within that date range. *NOTE: It is recommended that you run reports by fiscal year. Include previous years to capture anyone who is overdue for a reinvestigation.*

STEP 5

How do you want to view the report? The default selection is **DISPLAY THE REPORT**. After selecting **SUBMIT**, the report will appear in a second window after it has been generated. If you select the **SAVE THE REPORT AS A SPREADSHEET**, the report will open in an MS Excel spreadsheet where it can be saved. If you select the **SAVE THE REPORT AS TEXT FILE**, the report will open in an MS Word document where it can be saved. *NOTE: If your agency has a large amount of cleared individuals, the reports can take several minutes to generate. Saving the report as an MS Excel spreadsheet will allow you to sort/filter the data as needed.*

CONTACT US!

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